

**KENTUCKY RETIREMENT SYSTEMS  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b> BUSINESS ANALYST II	
<b>DATE CLASS ESTABLISHED:</b> 03/01/2011	<b>DATE OF LAST REVISION:</b> 03/01/2011 Date of last review: 11/01/2015
<b>SELECTION METHOD:</b> 100% QUAL <b>Detail Resume Required with Application</b>	<b>SALARY: (MIN-MID) \$3596 - \$4495</b> <b>GRADE: P</b>

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Graduate of a college or university with a bachelor's degree in the field of business or public administration, computer science, finance, or computer information systems.

**EXPERIENCE:** Must have two years experience in project management, software development, business analysis, change management, business or public administration, statistics, research, or a related field.

**SUBSTITUTION FOR MINIMUM REQUIREMENTS**

**EDUCATION:** Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. Earned college hours will be credited toward degree requirement. Master's degree will substitute for one year of related experience.

**EXPERIENCE:** Experience in project management, software development, business analysis, change management, business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year-for-year basis. Significant institutional experience in a focused business role in desired subject areas will substitute for the bachelor's degree requirement on a year-for-year basis.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)  
None

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Works under direction of project managers as liaison between business units and information technology staff. Provides business analysis in the areas of strategy and planning, acquisition and deployment, and operational management. May support project management activities by providing research, business analysis, and requirements definition for IT-related business and operations systems in support of organizational functions. This may include coordination or participation in data analysis, report generation and compilation, requirements definition, change management support, and system functionality and life cycle testing. Requires strong written and oral communication skills. Performs other duties as required.

**REQUIRED SKILLS INDEX**

<b>Planning and Organization</b>	Works independently to complete tasks
<b>Project Management</b>	Works as a productive team member on projects. Contributes to the definition of project tasks
<b>Business Knowledge</b>	Understands KRS' business functions and possesses specialized understanding of a specific function
<b>Technical Knowledge</b>	Possesses conceptual knowledge of the application architecture
<b>Solution Development</b>	Assists in the creation of conceptual and functional design documents for intermediate development solutions
<b>Triage</b>	Resolves routine problems in multiple functional areas
<b>Consultancy</b>	Serves as a liaison between business and technical users to develop complex functional specifications

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Utilizes established KRS best practices and techniques and tools for project planning, execution, project management, ongoing milestone/deliverable tracking, communication, and key performance metrics.

Works closely with business units and information technology staff members to coordinate or participate in the definition, testing, training, implementation and support of functional requirements.

Defines project requirements and related business rules using a variety of methods such as business user interviews, workshops, and/or existing systems documentation or procedures. Performs other duties as required.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting. Overtime may be required to meet deadlines. Sitting for extended periods of time.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.